Instructions for "Venue Types" and "Venue Names"

Certain project activities may not have obvious Venue Types, and should be treated in a particular manner, as follows:

- Internet. If the project activity being reported is primarily Web-based, choose "Web site" as the Venue Type. For the location information, provide the geographic location where the Web site material was produced, or where it is maintained, as relevant.

- CDs, DVDs, or similar media. If the project activity being reported involves the production of CDs, DVDs, or similar material, choose "CDs or DVDs" as the Venue Type. For the location information, provide the geographic location where the materials were produced, unless you can identify the specific distribution location(s).

- Printed Materials. If the project activity being reported involves the production of printed materials, choose "Printed Materials" as the Venue Type. For the location information, provide the geographic location where the materials were produced, unless you can specify the specific distribution location(s).

Similarly, certain Venue Types may not have obvious names, and should be treated in a particular manner, as follows:

- TV or Radio Station – if a carriage list is available, enter each radio station as a separate activity location; in this case, the Venue Name is the station call letters. Otherwise, the location will be the facility where the programming is produced.

- Web site – in most cases, the location will be the facility where the programming is produced; alternatively, it might be where the web site server is physically located.

- Printed Materials – if the distribution of these materials is tracked, the location will be the distribution end-point. Otherwise, the location will be where the materials were produced.

- CDs and DVDs – if the distribution of these materials is tracked, the location will be the distribution end-point. Otherwise, the location will be where the materials were produced.